



City of Alexandria, Virginia

Department of Code Administration

301 King Street, Suite 4200

Alexandria, Virginia 22314

703.746.4200 (Office)

Permit.Center@alexandriava.gov (e-mail)

alexandriava.gov/code (web) permits.alexandriava.gov (Alexandria Online Permit Center)

Elevator Permit Application

☐ Passenger ☐ Freight ☐ Escalator ☐ Dumbwaiter

Date

Print with Ink or Type

Address of proposed work		Lot	Block	No. of Floors
Name of Building Owner		Address		
Name of Electrical Contractor		Name of Elevator Contractor		
NOTE: Elevator Installation must be made by a Licensed Electrical Contractor				
Address of Electrical Contractor		Elec. Lic. No.		
Type of Elevator	Quantity		Cost of Installation \$	
Size of Car	Material	Weight	Platform Area	
Weight Capacity	Speed per Minute		Travel/Rise	
Where located in building		Purpose		
Will machine be capable of lifting 7.5 lbs. per sq. ft. of floor area? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Will any wood be used in the framing of the car? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Motive Power	Volts	Amperes	H.P.	
Location of Motor	Insulated or Grounded?		Foundations	
Independent Circuit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Size Wires		Electrical Brake? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will all wiring be in steel or iron conduits?				
Will elevator be equipped with over and under load circuit breaker?				
Location of controller		Type		
Size beams supporting overhead		How supported?		
Thickness of slab		Weight of car counterweight		

Will drum car counterweights have four bolts through each set? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of hoisting ropes	Material	Diameter
D.C.W. Sheave		C.C.W. Sheave
Size and material of car guide rails		Size and material of counterweight rails
Type of governor	Trip speed	Size and kind of governor rope
Will equalizers be used?	Location	Type of safeties
Type of enclosure door		Type of door lock
Type of door on car		Type of door contract
Size of shaft ventilator	Location of tank	Type of shaft enclosure
What factor of safety has been allowed for the apparatus?		
The applicant agrees to comply with all the terms and conditions appearing on this application.		
TO THE DIRECTOR OF INSPECTION: The applicant requests the issuance of a permit for the installation of the above-described elevator(s), such installation to be performed in accordance with all applicable laws and regulations of the City of Alexandria, and any conditions shown on any permit issued on the basis of this application.		
RECOMMENDED FOR APPROVAL Elevator Inspector	Date	
APPROVED Engineer	Date	
DO NOT USE TRADE NAME PENALTIES ARE PROVIDED FOR MISREPRESENTATION		
IF OWNER EXECUTES - Signature of owner(s)	Telephone	
IF AGENT EXECUTES - Name of Authorized Agent	Telephone	
Address of Authorized Agent		
Execution by Agent		Owner
		By (Signature of Authorize Agent)